Learn how to understand and utilize terminology to effectively communicate orally and in written form, in a business setting. Must be an advanced English language learner.

The fee is $150 for the 8 week / 32 hour program, textbook included.

YOU WILL LEARN HOW TO
• Manage meetings
• Make arrangements via phone
• Make introductions and network
• Develop a business presentation
• Deal with figures and analyze data
• Negotiate effectively
• Describe developments within markets
• Discuss work ethics and values

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